

APPLICATION FOR RECORDS RETENTION SCHEDULE

FOR DHR USE ONLY

Application Date Application Control Number
August 11, 1997 092-1

Schedule #: 97-0046
Effective Date: 10-21-97
Sheet: 1 of 4

FOR ARCHIVES AND HISTORY USE ONLY

Control No. Schedule No. Date Received Date Completed

1. AGENCY NAME AND ADDRESS (proponent)

Georgia Child Care Council
Two Northside 75, Suite 225
Atlanta, GA 30318

2. PERSON TO CONTACT

Working Title

Phone No.

Gerald Poe

Records Management Officer

(404) 657-6210

3. ACTION REQUESTED

New Records Retention Schedule

4. DATES OF SERIES

Earliest/Latest
7-1-1992/Ongoing

5. RECORDS SERIES TITLE

Council Business Files

6. DIVISION AND OFFICE FUNCTION(proponent)

Function: Establish criteria for determining eligibility for grants from the child care fund and authorize disbursement from the fund based upon applications from local organizations. Promote the development of innovative and effective child care programs.

See enclosed Proposed Records Retention Schedule 092-2.wpd for documents used to fulfill the above function.

7. RECORDS SERIES DESCRIPTION (proponent)

See enclosed proposed Records Retention Schedule 092-2.wpd. Paper record samples are also enclosed.

*. MONTHLY REFERENCE RATE (proponent office)

| | | | | | |
|-----------------|---|---|------------------|---|---|
| 1 to 6 months | 3 | ; | 6 to 12 months: | 3 | ; |
| 12 to 18 months | 2 | ; | 18 to 24 months: | 1 | |

9. ANNUAL RATE OF RECORDS ACCUMULATION (proponent office)

Letter size drawers: ; Legal size drawers: ;
Shelves: ; Other (specify): 3 (01size) record boxes

10. QUESTIONNAIRE (Answer Yes or No)

- Yes **a. Is this the official copy of the series ?
If not, where is it ?**
- No **b. Does this series contain confidential information requiring
security handling? If yes, cite law or regulation.**
- No **c. Is this a vital record ?**
- Yes **d. Does this series have historical or long term research value ?**
- No **e. When one or two documents in the file make it necessary to keep
the entire file for a long period, could these documents be scheduled
separately ?**
- No **f. Is the information in this series ever published ? If yes, attach
copy.**
- Yes **g. Is the information in this series ever analyzed and/or recorded in a
summary report ? If yes, attach copy. See enclosed samples:
Contractor Status Report and Federal Statistical Data report.**
- No **h. Is there a duplication of this series in your office, or in another
office or agency ? If yes, where.**
- No **i. Is this series (or a major part of it) regularly microfilmed?**
- No **j. Does the record series result in a computer printout ?**

11. RETENTION REQUIREMENTS> The following requires the series to be kept:
See enclosed copies of Georgia Laws, Federal Register and Plan for the Child Care &
Development Block Grant.

12. RECOMMENDED DISPOSITION INSTRUCTION INSTRUCTIONS:

See proposed Records Retention Schedule 092-2.wpd.

APPROVAL SIGNATURES/ DATES

Section Manager or
Director Signature A Susan Maxwell

Title Executive Director Date 8-19-97

Records Coordinator or
Alternate Signature Brenda Prather

Title Program Assistant Date 8/20/97

DHR Records
Management Officer Signature Gerald Po

Title RMO Date 8-20-97

The State Records Committee has authorized the approval of these disposition instructions for the record series described in the attached retention schedule application.

Edward Weldon 10/28/97
Edward Weldon Date
Secretary of State Designee

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Division of Family and Children Services *Schedule #: 97-0046*
Section/Unit: Georgia Child Care Council *Effective Date: 10-21-97*
Sheet: 4 of 4

Schedule No.: 092-2.wpd **Date:** 8/11/97

Record Series Title: Council Business Files

Description: Included, but not limited are: Child Care Council minutes and notes from GCCC's collaboration with other agencies that work to improve child care in the state; recent audit by BROCC, personnel files, Request for Proposals. Also included are: Contractor Status Report and Federal Statistical Data report.

File Arrangement:

Alphabetically by type of business activity and date.

Retention/Disposition Instructions:

Cut off files at end of each federal fiscal year; hold in current files area one year; transfer to the State Archives for permanent retention.

Confidential: No - Open Record.

Supersedes: None - New schedule